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UNCLAS SECTION 01 OF 04 GENEVA 002374

SIPDIS

FOR HR/OE/CMD - S. LUMSDEN AND IO/EX - M. ALDERETE

E.O. 12958: N/A

TAGS: [AFSN](#) [APER](#) [ABUD](#) [AMGT](#) [KICA](#)

SUBJECT: LES: CY 2006 COMPENSATION QUESTIONNAIRE

REF: STATE 162676

COMPETITIVE COMPENSATION POSITION

1. FOR POSTS WHERE THE VENDOR'S COMPENSATION DATA IS MARKET POSITION BASED, SUCH AS WATSON WYATT, WHAT IS POST MANAGEMENT'S OVERALL AVERAGE DESIRED MARKET POSITION PERCENTILE FOR THE REGULAR SALARY SCHEDULE? (50TH PERCENTILE IS CONSIDERED MODERATELY COMPETITIVE; 75TH IS HIGHLY COMPETITIVE; AND 90TH IS AGGRESSIVELY COMPETITIVE).

H. OTHER - 75TH

2. FOR ALL POSTS: TAKING INTO ACCOUNT THE PAY ADJUSTMENT, IF ANY, THAT POST IMPLEMENTED OR EXPECTS TO IMPLEMENT IN 2005, SELECT ONE OF THE FOLLOWING:

D. OTHER - WE ANTICIPATE A MODERATE INCREASE IN AVERAGE WAGES/BENEFITS SIMILAR TO THE APPROXIMATE 2% INCREASE INDICATED IN RECENT WATSON WYATT SURVEYS. WE WILL REQUEST A 2% INCREASE IN OUR FY 06 BUDGET SUBMISSION. PLEASE NOTE THAT FOR BUDGETARY REASONS POST COULD ONLY GIVE HALF OF THE AUTHORIZED SALARY INCREASE FOR 2005.

3. DOES THE RESPONSE TO QUESTION 2 REFLECT (SELECT ONE):

B. AN ICASS COUNCIL CONSENSUS

EXCEPTION RATE RANGES (ERR'S)

4. DOES POST HAVE ANY EXCEPTION RATE RANGES?

E. NO

5. WHAT IS POST MANAGEMENT'S DESIRED MARKET POSITION FOR EACH EXISTING ERR THAT IS BASED ON MARKET POSITION DATA? NOT APPLICABLE - POST HAS NO ERR'S

6. ARE ANY EXISTING ERR'S NO LONGER NEEDED?

C. NOT APPLICABLE - POST HAS NO ERR'S

7. ARE ANY NEW ERR'S NEEDED?

B. NO

RECRUITMENT AND RETENTION NEEDS

8. DID POST RECEIVE APPLICATIONS FROM QUALIFIED APPLICANTS TO FILL EACH VACANCY IN CY 2004?

A. YES, BUT FEW APPLICANTS WERE HOST COUNTRY NATIONALS. U.S. MISSION IS HIGHLY DEPENDENT ON NON-SWISS LES EMPLOYEES.

9. WHAT ARE THE MOST COMMON REASONS FOR REFUSING OFFERS OF EMPLOYMENT (SELECT ALL THAT APPLY)

A. SALARY OFFER TOO LOW FOR SWISS CANDIDATE (OFFERED TO SECOND CHOICE AND POSITION WAS ACCEPTED BY NON HOST COUNTRY NATIONAL)

10. IS THE SALARY RANGE LISTED ON EACH VACANCY ANNOUNCEMENT?

B. NO - ONLY GRADE IS MENTIONED

11. WHAT IS THE TYPICAL NUMBER OF REQUIRED QUALIFICATIONS LISTED ON A VACANCY ANNOUNCEMENT?

C. FIVE

12. HOW LONG DOES IT TYPICALLY TAKE TO FILL A VACANCY?

E. NINE WEEKS TO LESS THAN TWELVE WEEKS

13. DOES POST MANAGEMENT BELIEVE THAT QUALIFIED APPLICANTS ARE MOST PLENTIFUL FOR POSITIONS AT (SELECT ONE):

D. NOT APPLICABLE - THERE ARE SUFFICIENT QUALIFIED APPLICANTS AT MOST/ALL GRADES, BUT MOST (TWO-THIRDS) ARE

NON-HOST COUNTRY NATIONALS. MANY SWISS NATIONALS WILL NOT ACCEPT U.S. MISSION SALARY/BENEFIT RATES.

14. HOW MANY EMPLOYEES SEPARATED FROM POST EMPLOYMENT DURING CY 2004? PROVIDE ONE TOTAL NUMBER THAT INCLUDES ALL AGENCIES AND ALL CONSTITUENT POSTS.

ZERO

15. HOW MANY EMPLOYEES SEPARATED FOR EACH OF THE FOLLOWING REASONS? DO NOT COUNT EMPLOYEES WHO MOVED FROM ONE POSITION TO ANOTHER, EVEN IF TO ANOTHER AGENCY. THE TOTAL FOR A THROUGH K BELOW SHOULD EQUAL THE ANSWER PROVIDED TO QUESTION 14.

K. OTHER - NOT APPLICABLE

CURRENT STAFFING

16. HOW MANY EMPLOYEES ARE AT EACH GRADE LEVEL? PROVIDE ONLY ONE TOTAL NUMBER FOR EACH GRADE LEVEL THAT COVERS ALL WORKWEEK SCHEDULES (PART TIME, FULL TIME, REGULAR SCHEDULE, AND ERR'S) AND THAT INCLUDES EMPLOYEES OF ALL AGENCIES AND EMPLOYEES AT CONSTITUENT POSTS.

FSN-13	0
FSN-12	0
FSN-11	1
FSN-10	3
FSN-9	8
FSN-8	9
FSN-7	11
FSN-6	10
FSN-5	15
FSN-4	18
FSN-3	34
FSN-2	3
FSN-1	0
TOTAL	112

17. WHAT IS THE AVERAGE STEP RATE FOR ALL EMPLOYEES, BY GRADE LEVEL? ROUND TO THE NEAREST WHOLE NUMBER. LIST SEPARATELY THE AVERAGE STEP RATE FOR EMPLOYEES PAID FROM EACH ERR.

FSN-13	N/A
FSN-12	N/A
FSN-11	10
FSN-10	8
FSN-9	10
FSN-8	8
FSN-7	11
FSN-6	9
FSN-5	12
FSN-4	9
FSN-3	9
FSN-2	13
FSN-1	N/A

ERR COST FACTORS - NOT APPLICABLE

18. HR/OE SEEKS TO ASSESS WHETHER ERR COSTS ARE INCREASING OVER TIME. WHILE THE APPROACH BELOW WILL NOT YIELD AN EXACT COST, IT WILL GIVE A SENSE OF DIRECTION WITHOUT IMPOSING A LARGE BURDEN ON POSTS WITH MANY EMPLOYEES PAID UNDER ERR'S.

FIRST, DETERMINE TOTAL CASH COMPENSATION (BASE PAY, ALLOWANCES, AND BONUSES) FOR STEP 5 OF EACH ERR AND FOR STEP 5 OF THE SAME GRADE ON THE REGULAR SCHEDULE. DIVIDE THE FIRST NUMBER BY THE SECOND NUMBER, AND SUBTRACT ONE. CONVERT TO A PERCENTAGE BY MOVING THE DECIMAL POINT TWO PLACES TO THE RIGHT. THE RESULT WILL BE A POSITIVE IN THE CASE OF AN UPWARD ERR OR A NEGATIVE IN THE CASE OF A DOWNWARD ERR. (EXAMPLE: 55,010 / 40,200 MINUS 1 EQUALS 0.37 OR 37%.) IF POST HAS MORE THAN ONE ERR, CALCULATE THE AVERAGE PERCENTAGE DIFFERENCE FOR EACH ERR, AND THEN AVERAGE THE AVERAGES.

A. NO ERR'S AT POST

HOST COUNTRY UNEMPLOYMENT

19. HOST COUNTRY UNEMPLOYMENT IS:

A. VERY LOW (4% OR LESS) SWITZERLAND UNEMPLOYMENT IS 3.9% FOR CY 2004.
C. MODERATE (6.1% TO 10%) GENEVA UNEMPLOYMENT IS 7.1% FOR CY 2004.

20. HOST COUNTRY UNEMPLOYMENT IS HIGH FOR WHAT TYPES OF POSITIONS THAT LE STAFF ENCUMBER? SELECT ALL THAT APPLY.

G. NOT APPLICABLE

SALARY ADVANCE PLAN

121. DOES POST'S LOCAL COMPENSATION PLAN INCLUDE A SALARY ADVANCE PLAN (AKA SALARY PREPAYMENT PLAN)?

1B. NO

LOCAL LEAVE PLAN

122. DOES POST'S LOCAL COMPENSATION PLAN INCLUDE A LOCAL LEAVE PLAN?

1A. YES

REDUCTION IN FORCE PLAN

123. DOES POST HAVE A REDUCTION IN FORCE PLAN?

1A. YES

124. WHAT IS THE EFFECTIVE DATE YEAR OF THE RIF PLAN?

1G. EARLIER THAN 2000 - 1996 (HANDBOOK)

LE STAFF HANDBOOK

125. IN WHAT YEAR WAS THE LE STAFF HANDBOOK (OR FSN HANDBOOK) MOST RECENTLY REVISED AND ISSUED TO COVERED PERSONNEL?

1G. EARLIER THAN 2000 - 1996 (IN THE PROCESS OF BEING UPDATED)

PAY CAP ON ANNUAL BASIC SALARY

126. HOW MANY LE STAFF HAVE BEEN AFFECTED IN THE LAST YEAR BY THE 3 FAM 7332 PAY CAP ON ANNUAL BASIC SALARY? SEVEN

LOWEST WAGE

127. WHAT IS THE GRADE OF THE INDIVIDUAL ENCUMBERING THE POSITION WITH THE LOWEST GRADE ON THE FULL TIME WORKWEEK SALARY SCHEDULE?

1B. FSN-2

128. WHAT IS ANNUAL TOTAL COMPENSATION FOR STEP 1 OF THE LOWEST GRADE SPECIFIED IN THE ANSWER TO QUESTION 27? INCLUDE BASIC SALARY, ALL ALLOWANCES, ALL BONUSES, AND THE FAIR MARKET VALUE OF USG IN KIND BENEFITS (E.G., MEAL TICKETS) OR REIMBURSEMENTS (E.G., COMMUTING OR EDUCATION COSTS). IF BENEFITS VARY BY LENGTH OF SERVICE, USE AMOUNT FOR A NEWLY HIRED EMPLOYEE. IF BENEFITS VARY BY FAMILY SIZE, USE AMOUNT PAID TO A MARRIED EMPLOYEE WITH TWO CHILDREN. LIST THE TOTAL AMOUNT AND THE CURRENCY NAME (NOT ACRONYM). SWISS FRANCS: 71,421

MEDICAL BENEFITS

129. HOW ARE MEDICAL BENEFITS PROVIDED TO LE STAFF? SELECT ALL THAT APPLY, REGARDLESS OF THE LEVEL OF BENEFITS.

1C. POST HAS A PRIVATE MEDICAL PLAN THAT DIRECTLY REIMBURSES EMPLOYEES FOR COVERED EXPENSES (SEE ITEM G BELOW)

1G. OTHER - POST REIMBURSES EMPLOYEES 50% OF PREMIUM COSTS FOR PRIVATE INSURANCE POLICY FOR EMPLOYEE AND THEIR DEPENDENTS.

130. IF POST SELECTED "D" OR "E" IN QUESTION 29 ABOVE:

1D. NOT APPLICABLE

131. WHAT TYPES OF MEDICAL PLANS PROVIDE MEDICAL COVERAGE TO LE STAFF AFTER RETIREMENT? SELECT ALL THAT APPLY, REGARDLESS OF THE LEVEL OF BENEFITS.

1E. NONE OF THE ABOVE

1F. OTHER - UPON RETIREMENT EMPLOYEES HAVE TO PAY 100% OF MEDICAL PREMIUM COST, WHICH IS EXTREMELY EXPENSIVE. EMPLOYEES HAVE TO BE COVERED FOR MEDICAL EXPENSES AND HOSPITALIZATION (SEMI-PRIVATE HOSPITALIZATION IS WHAT EMPLOYEES HAVE DURING EMPLOYEMENT, BUT THIS IS THE VERY EXPENSIVE AFTER THE AGE OF 60).

132. IN POST'S MANAGEMENT'S OPINION, AND TAKING INTO ACCOUNT CULTURAL NORMS IN THE LOCALITY OF EMPLOYMENT (NOT IN THE UNITED STATES), ARE THE MEDICAL BENEFITS PROVIDED TO LE STAFF FROM ALL SOURCES COMBINED:

1A. INADEQUATE

133. IF THE ANSWER TO QUESTION 32 IS "INADEQUATE," WHAT IS THE REASON? SELECT ALL THAT APPLY.

1A. POST IS NOT KEEPING UP WITH PREVAILING PRACTICE AND NEEDS TO CONDUCT A MEDICAL BENEFITS SURVEY TO UPDATE POST'S PLAN. (RETIRED MISSION EMPLOYEES OFTEN CANNOT

AFFORD HEALTH INSURANCE PREMIUMS IN SWITZERLAND. A SURVEY OF BENEFITS NEEDS TO BE CONDUCTED SOON. THE LAST SUCH SURVEY WAS DONE IN 1995).

CAJE IMPLEMENTATION COSTS

134. DID THE COSTS OF UPGRADES AS A RESULT OF CAJE IMPLEMENTATION SIGNIFICANTLY IMPACT FUNDS AVAILABLE FOR INCREASES TO THE LOCAL COMPENSATION PLAN?

1A. NO, POST AND BUREAU BUDGETED APPROPRIATELY FOR ANTICIPATED UPGRADE COSTS AND RECEIVED MOST OR ALL OF THE NECESSARY FUNDING.

FSN WORLDWIDE CONFERENCES

135. HAVE ANY LE STAFF FROM YOUR POST PARTICIPATED IN THE FSN WORLDWIDE CONFERENCES?

1A. YES, ONE YEAR

136. DID THE PARTICIPANT(S) SHARE INFORMATION WITH POST MANAGEMENT AND COLLEAGUES UPON RETURN TO POST?

1A. YES

137. HOW WAS INFORMATION SHARED? (SELECT ALL THAT APPLY)

1E. OTHER - REPORTS AND MATERIALS RECEIVED AT END OF CONFERENCE WERE SHARED WITH ALL LE STAFF VIA E-MAIL.

138. WHAT CHANGES HAVE TAKEN PLACE AS A RESULT OF ATTENDANCE AT THE FSN WORLDWIDE CONFERENCES? (SELECT ALL THAT APPLY)

1D. MORE TRAINING FOR LE STAFF HAS BEEN APPROVED

1E. LE STAFF COMMITTEE/ASSOCIATION MORE ACTIVE

VIEWPOINTS AND OPINIONS

139. DO LE STAFF FREQUENTLY APPROACH MISSION MANAGEMENT OR AGENCY HEADS TO EXPRESS CONCERN ABOUT THE LCP?

1A. YES
MOLEY

140. IF THE ANSWER TO QUESTION 39 IS YES, WHAT IS THE MOST COMMONLY EXPRESSED CONCERN? SELECT ONE.

1D. RETIREMENT BENEFITS INADEQUATE

141. NOTWITHSTANDING ANY CONCERNS LE STAFF MAY OR MAY NOT EXPRESS OR HOW THEY EXPRESS THEM, IS POST MANAGEMENT OF THE OPINION THAT MOST LE STAFF BELIEVE THEIR PAY PACKAGE IS FUNDAMENTALLY APPROPRIATE COMPENSATION FOR THE WORK THEY PERFORM?

1A. YES

CERTIFICATION FROM MANAGEMENT OFFICER

142. I CERTIFY THAT BOTH THE ICASS COUNCIL CHAIRPERSON AND I HAVE PERSONALLY REVIEWED THE RESPONSES TO THIS QUESTIONNAIRE AND ATTEST THAT, TO THE BEST OF OUR KNOWLEDGE, THE RESPONSES ARE ACCURATE AND COMPLETE.

1A. I SO CERTIFY

143. NAME AND TITLE OF MANAGEMENT OFFICER OR COUNSELOR, OR PERSON ACTING IN THAT CAPACITY

NAME: STANTON R. BIGELOW
TITLE:MANAGEMENT COUNSELOR

144. NAME AND TITLE OF ICASS COUNCIL CHAIRPERSON
NAME: PIPER CAMPBELL
TITLE: REFUGEE AND MIGRATION COUNSELOR
MOLEY